

APPLICATION FOR VETERANS' RECRUITMENT APPOINTMENT (VRA)

Dear Applicant:

The Veterans' Recruitment Appointment (VRA), a special authority passed by Congress under the Jobs for Veterans Act (Public Law 107-288) on November 7, 2002, gives agencies the option to appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. If you are selected under a VRA appointment and have less than a Bachelor's Degree (15 years of education), you must agree to participate in a training or educational program.

VRA appointees are initially hired for a 2-year period. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service. After 2 years of substantially continuous service, provided your performance has been satisfactory, your appointment may be converted to the competitive service, i.e., a permanent appointment. However, individuals appointed to a noncompetitive temporary or term appointment based VRA **are not** converted to career-conditional appointment.

Eligibility Requirements

The following individuals are eligible for a VRA appointment:

- Disabled veterans;
- Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized.
- Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded; and
- Veterans separated from active duty within the past 3 years.

There is no minimum service requirement, but the individual must have served on *active duty*, not active duty for training.

Required Documentation

- Member Copy 4 of the Certificate of Release or Discharge from Active Duty Form (DD form 214) is mandatory

It is essential a copy of the DD form 214 is included with a completed application. If you need assistance obtaining a copy of your DD Form 214, you can request a copy from the following record center:

MILITARY PERSONNEL RECORDS CENTER
9700 PAGE BOULEVARD
ST. LOUIS MO 63132

- Disabled veterans must include a letter from the Veterans' Administration verifying their disability. A disability verification letter may be obtained by calling 1-800-827-1000.

After you have carefully reviewed the above information, and you feel you are eligible for appointment, and are interesting employment at Tobyhanna Army Depot, please complete the enclosed forms and forward them to the following address:

TOBYHANNA ARMY DEPOT
11 HAP ARNOLD BOULEVARD
ATTN: PECP-NER-T/R
TOBYHANNA PA 18466-5077

Your interest in employment at Tobyhanna depot is appreciated and if you require any additional information, please call (570) 895-7292.

**APPLICATION FOR
30% OR MORE DISABLED VETERAN PROGRAM**

Dear Applicant:

Veterans with a compensable service-connected disability of 30 percent or more may be appointed at any grade level for which they are qualified. Subject to meeting qualifications requirements, employees hired under this provision may be converted to permanent employment at any time provided their appointment was for more than 60 days. This authority covers all grade levels and occupations. This authority may be used at the discretion of the agency.

Eligibility Requirements

Veterans who are qualified for the positions must have retired from active military service with a disability rating of 30 percent or more, or be rated by the Department of Veterans Affairs as having a compensable service-connected disability of 30 percent or more. Under this option, persons may be given noncompetitive permanent, temporary (up to 1 year) or term (more than 1 year but not more than 4 years) appointments.

Conditions of Qualifications

You must meet all qualification requirements for any position to which you are appointed. This could include the requirement to achieve a passing score on a written test

Required Documentation

- Member Copy 4 of the Certificate of Release or Discharge from Active Duty Form (DD form 214) is mandatory

It is essential a copy of the DD form 214 is included with a completed application. If you need assistance obtaining a copy of your DD Form 214, you can request a copy from the following record center:

MILITARY PERSONNEL RECORDS CENTER
9700 PAGE BOULEVARD
ST. LOUIS MO 63132

- A letter from the Veterans' Administration verifying their disability dated no later than 1991. A disability verification letter may be obtained by calling 1-800-827-1000.

After you have carefully reviewed the above information, and you feel you are eligible for appointment, and are interested in employment at Tobyhanna Army Depot, please complete the enclosed forms and forward them to the following address:

TOBYHANNA ARMY DEPT
11 HAP ARNOLD BOULEVARD
ATTN: PECP-NER-T/R
TOBYHANNA PA 18466-5077

Your interest in employment at Tobyhanna depot is appreciated and if you require any additional information, please call (570) 895-7292.

Series and Grade Selection

Select a maximum of 5 series and grades.

I wish to be considered for the following job series and grade:

Series

Grade

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____

Name (Printed)

Address

Phone Number

Signature

Date

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

Form Approved
OMB No. 3206-0219

Section A - Applicant Information

Use Standard State Postal Codes (abbreviations) if outside the United States of America, and you do not have a military address type of print OV in the State field (Block 6c) and fill in the Country field (Block 6e) below leaving the Zip Code field (Block 6d) blank.

1. [REDACTED]		2. [REDACTED]		3. [REDACTED]	
4a. Last name		4b. First and middle names		5. Social Security Number	
6a. Mailing address				7. Phone numbers (include area code if within the United States of America)	
				7a. Daytime	
6b. City		6c. State	6d. Zip Code		7b. Evening
6e. Country (If not within the United States of America)					
8. Email address (if available)					

Section B - Work Experience

Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job description.

1. Job title (If Federal, include series and grade)				
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary per \$	5. Hours per week	
6. Employer's name and address			7. Supervisor's name and phone number	
			7a. Name	
			7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.				
9. Describe your duties, accomplishments and related skills (If you need to attach additional pages, include your name, address, and job announcement number)				

Section C - Additional Work Experience

1. Job title (If Federal, include series and grade)				
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary per \$	5. Hours per week	
6. Employer's name and address			7. Supervisor's name and phone number	
			7a. Name	
			7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.				
9. Describe your duties, accomplishments and related skills (If you need to attach additional pages, include your name, address, and job announcement number)				

Section D - Education

Upon request from the employing Federal agency, you must provide document at ti on or proof that your degree(s) is from a school accredited by an accrediting body recognized by the Secretary, U. S. Department of Education, or that your education meets the other provisions outlined in the OPM Operating Manual. It will be your responsibility to secure the documentation that verifies that you attend and earned your degree(s) from this accredited institution(s) (e.g., official transcript). Federal agencies will verify your documentation.

For a list of postsecondary educational institutions and programs accredited by accrediting agencies and state approval agencies recognized by the U.S. Secretary of Education, refer to the U.S. Department of Education Office of Postsecondary Education website at <http://www.ope.ed.gov/accreditation/>.

For information on Education and Training Provisions or Requirements, refer to the OPM Operating Manual available at <http://www.opm.gov/qualifications/SEC-II/s2-e4.asp>.

Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards.

1. Last High School (HS)/GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received:

2. Mark highest level completed: Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☐

3. Colleges and universities attended.

Do not attach a copy of your transcript unless requested.

Total Credits Earned

Semester Quarter

Major(s)

Degree (if any),

Year Received

3a. Name

City

State

Zip Code

3b. Name

City

State

Zip Code

3c. Name

City

State

Zip Code

Section E - Other Education Completed

Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards.

Section F - Other Qualifications

License or Certificate

Date of Latest License or Certificate

State or Other Licensing Agency

1f.

2f.

Section G - Other Qualifications

Job-related training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.).

Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send document unless requested.

Section H - General

1a. Are you a U.S. citizen? Yes ☐ No ☐ → 1b. If no, give the Country of your citizenship

2a. Do you claim veterans' preference? Yes ☐ No ☐ → If yes, mark your claim of 5 or 10 points below.

2b. 5 points ☐ → Attach your *Report of Separation from Active Duty* (DD 214) or other proof.

2c. 10 points ☐ → Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

3. Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25 → ☐

4. Were you ever a Federal civilian employee? Yes ☐ No ☐ → If yes, list highest civilian grade for the following:

4a. Series

4b. Grade

4c. From (mm/yyyy)

4d. To (mm/yyyy)

5a. Are you eligible for reinstatement based on career or career-conditional Federal status? Yes ☐ No ☐
If requested in the vacancy announcement, attach *Notification of Personnel Action* (SF 50), as proof.

5b. Are you eligible under the ICTAP*? Yes ☐ No ☐

*ICTAP (Interagency Career Transition Assistance Plan): A participant in this plan is a current or former federal employee displaced from a Federal agency. To be eligible, you must have received a formal notice of separation such as a RIF separation notice. If you are an ICTAP eligible, normally you will be provided priority consideration for vacancies within your commuting area for which you apply and are well qualified.

Section I - Application Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature

1b. Date (mm/dd/yyyy)

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

GENERAL INFORMATION

1. FULL NAME (First, middle, last)

2. SOCIAL SECURITY NUMBER

3. PLACE OF BIRTH (Include city and state or country)

4. DATE OF BIRTH (MM/DD/YYYY)

5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc)

6. PHONE NUMBERS (Include area codes)

Day

Night

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31, 1959? ☐ YES ☐ NO If "NO" skip 7b and 7c. If "YES" go to 7b.
7b. Have you registered with the Selective Service System? ☐ YES ☐ NO If "NO" go to 7c.
7c. If "NO," describe your reason(s) in item #16.

Military Service

8. Have you ever served in the United States military? ☐ YES Provide information below ☐ NO
If you answered "YES," list the branch, dates, and type of discharge for all active duty.
If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From MM/DD/YYYY	To MM/DD/YYYY	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved. YES ☐ NO ☐
10. Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved. YES ☐ NO ☐
11. Are you now under charges for any violation of law? If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved. YES ☐ NO ☐
12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address. YES ☐ NO ☐
13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt. YES ☐ NO ☐

Declaration for Federal Employment

Form Approved:
OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.
- YES ☐ NO ☐
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?
- YES ☐ NO ☐

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: _____ Date _____
(Sign in ink)

17b. Appointee's Signature: _____ Date _____
(Sign in ink)

Appointing Officer: Enter Date of Appointment or Conversion MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?

YES ☐ NO ☐ Do Not Know ☐

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.

YES ☐ NO ☐ Do Not Know ☐



OCCUPATIONAL LISTING

FOR DEPARTMENT OF ARMY POSITIONS

AT

TOBYHANNA ARMY DEPOT

TOBYHANNA, PA

18466

MARCH 2007

ARTS AND INFORMATION POSITIONS

Listed below are the professional arts and information positions established at Tobyhanna Army Depot. Entry into these positions is usually at grades GS-5 through GS-11. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. At the GS-7 level requires 1 year equivalent experience to the GS-5 level or 1 year of graduate level education. At the GS-9 level, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level.

Title	Series	Grade Range	Approx # Positions
Visual Information Production Assist	GS-1001	05	1
Visual Information Specialist	GS-1001	07-09	5
Illustrator	GS-1020	07	1
Technical Equipment Illustrator	GS-1020	07	1
Public Affairs Specialist	GS-1035	09	1
Supervisory Public Affairs Specialist	GS-1035	12	1
Visual Information Specialist	GS-1084	07-09	2
Editorial Assistant (OA)	GS-1087	05	1
Editorial Assistant	GS-1087	07	1

CLERICAL POSITIONS

Listed below are clerical positions established at Tobyhanna Army Depot. Entry into these positions is usually at grades GS-4 through GS-6. To qualify at Grades GS-4 requires 1 year of related experience or 2 years of post high school study. At the GS-05 level there is a requirement of 1 year equivalent to at least GS-4 or 4 years above high school. At the GS-06 level and above there is a requirement of 1 year at the next lower grade level. To qualify for positions with a typing requirement, applicants must be able to type 40 words per minute. To qualify for positions with a stenography requirement, applicants must be able to take dictation at 80 words per minute.

Title	Series	Grade Range	Approx # Positions
Customer Support Clerk (OA)	GS-0303	05	1
File Clerk	GS-0305	04	1
Mail Clerk	GS-0305	05	1
Computer Clerk	GS-0335	04	1
Computer Clerk (OA)	GS-0335	04	2
Computer Assistant	GS-0335	07	1
Secretary (OA)	GS-0318	04-08	78
Library Technician	GS-1411	05	1

ENGINEER AND SCIENTISTS

Listed below are the professional engineering and scientific positions established at Tobyhanna Army Depot. Entry into these positions is usually at the GS-5 and GS-7 trainee levels or at the GS-9 and GS-11 journeyman levels. To qualify at grade GS-5 applicants must possess a bachelor's degree in the appropriate field. At the GS-7 level there is a requirement of 1 year of graduate level education or year equivalent to the GS-05 level. At the GS-09 level there is a requirement of 2 years of progressively higher level graduate education leading to a master's degree *or* master's degree or 1 year equivalent to at least GS-7. At the GS-11 level there is a requirement of 3 years of progressively higher level graduate education leading to a Ph.D. degree *or* Ph.D. or equivalent doctoral degree or 1 year equivalent to at least GS-9. All Education requirements must be from an accredited school.

Title	Series	Grade Range	Approx # Positions
Safety Engineer	GS-0803	11	1
Supervisory Architect	GS-0808	12	1
Civil Engineer	GS-0810	11	1
Environmental Engineer	GS-0819	11	3
Mechanical Engineer	GS-0830	05-12	20
Supervisor Mechanical Engineer	GS-0830	13	2
Electrical Engineer	GS-0850	11	2
Computer Engineer	GS-0854	09-12	3
Supervisor Computer Engineer	GS-0854	13	1
Electronics Engineer	GS-0855	05-12	75
Supervisor Electronics Engineer	GS-0855	13-14	10
Chemical Engineer	GS-0893	12	1
Industrial Engineer	GS-0896	05-12	17
Supervisor Industrial Engineer	GS-0896	13	4
Chemist	GS-1320	12-13	2

Special high pay rate is established for these series at grades GS-5 through GS-11.

ENGINEERING AND SCIENTIFIC TECHNICIANS

Listed below are engineering and scientific technician positions established at Tobyhanna Army Depot. Entry into these technician positions is normally at grade GS-5 trainee level. Entry into these positions is usually at the GS-5 and GS-7 trainee levels or at the GS-9 and GS-11 journeyman levels. To qualify at grade GS-5 applicants must possess a bachelor's degree in the appropriate field. At the GS-7 level there is a requirement of 1 year of graduate level education or year equivalent to the GS-05 level. At the GS-09 level there is a requirement of 2 years of progressively higher level graduate education leading to a master's degree *or* master's degree or 1 year equivalent to at least GS-7. At the GS-11 level there is a requirement of 3 years of progressively higher level graduate education leading to a Ph.D. degree *or* Ph.D. or equivalent doctoral degree or 1 year equivalent to at least GS-9. All Education requirements must be from an accredited school.

Title	Series	Grade Range	Approx # Positions
Engineering Technician	GS-0802	07-11	35
Lead Engineering Technician	GS-0802	08-10	2
Mechanical Engineering Technician	GS-0802	07-11	22
Lead Mechanical Engineering Tech	GS-0802	12	1
Engineering Draftsman	GS-0818	05-07	1
Electronics Technician	GS-0856	07-11	91
Electronics Tech (Programmer)	GS-0856	09-11	10
Lead Electronics Technician	GS-0856	10-12	5
Supervisor Electronics Technician	GS-0856	11-12	3
Industrial Engineering Technician	GS-0895	07-11	12
Physical Science Technician	GS-1311	09	2

FINANCIAL MANAGEMENT POSITIONS

Listed below are professional and support finance positions established at Tobyhanna Army Depot. When financial management positions are filled by outside hire it is usually at the GS-5 entry level. Positions at higher grades are usually filled by internal promotion. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. The GS-7 level requires 1 year equivalent to at least GS-5 level or 1 year of graduate level education. At the GS-9 level, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level. To qualify for GS-5 Accountant position, applicants must have a degree accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting or at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge and include one of the following; Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or Completion of the requirements for a degree that included substantial course work in accounting or auditing

Title	Series	Grade Range	Approx # Positions
Management Analyst	GS-0343	05-11	29
Program Analyst	GS-0343	05-11	11
Management & Program Analyst	GS-0343	09-11	14
Lead Management Analyst	GS-0343	12	2
Supv Mgmt & Program Analyst	GS-0343	12	2
Supervisory Management Analyst	GS-0343	13	1
Management Assistant	GS-0344	05-07	22
Management Assistant (OA)	GS-0344	05-07	5
Program Assistant	GS-0344	07	1
Financial Analyst	GS-0501	09-11	4

Financial Management Specialist	GS-0501	11	1
Financial Services Specialist	GS-0501	11	1
Travel Accounts Technician	GS-0503	05-06	3
Financial Technician	GS-0503	05-07	6
Financial Manager	GS-0505	14	1
Accountant	GS-0510	11-12	3
Accountant (Internal Review Eval)	GS-0510	11	1
Supv Acct (Internal Review Eval)	GS-0510	12	1
Supervisory Accountant	GS-0510	13	1
Civilian Pay Technician	GS-0544	06-07	2
Budget Analyst	GS-0560	07-11	4
Lead Budget Analyst	GS-0560	12	2
Budget Officer	GS-0560	13	1
Budget Technician	GS-0561	05	1
Budget Technician (OA)	GS-0561	05-07	1

INFORMATION TECHNOLOGY POSITIONS

Listed below are the professional IT positions established at Tobyhanna Army Depot. Information Specialist position is usually at the GS-05 trainee level or the GS-9 and GS-11 journey level. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years post-high school study. At the GS-9, there is a requirement master's or equivalent graduate degree in the appropriate field *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree in the appropriate field is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level.

Title	Series	Grade Range	Approx # Positions
Telecommunications Specialist	GS-0391	09	1
Information Technology Specialist	GS-2210	05-12	4
IT Specialist (Data Management)	GS-2210	11	4
IT Specialist (Software & Policy)	GS-2210	05-11	16
IT Specialist (Information Security)	GS-2210	09-11	2
IT Specialist (Internet/Intranet)	GS-2210	11	1
IT Specialist (Network)	GS-2210	09-11	5
IT Specialist (System Administer)	GS-2210	07-11	11
Lead Information Technology Spec	GS-2210	12	1
Lead IT Spec (Data Management)	GS-2210	12	1
Lead IT Spec (Network)	GS-2210	12	1
Lead IT Spec (System Admin)	GS-2210	12	1
Lead IT Spec (System Analysis)	GS-2210	12	1
Lead Information Technology Spec	GS-2210	12	1
Supervisory Information Tech Spec	GS-2210	12-13	3
Supervisory IT Spec (Policy & Plan)	GS-2210	14	1

LEGAL POSITIONS

Listed below are the professional and technical support positions established at Tobyhanna Army Depot related to law. Attorney positions require possession of a legal degree and successful completion of a state bar exam. Entry is usually at Grade GS-12. Entry into paralegal specialist positions is usually at Grade GS-5 level, which requires 3 years of related experience, and/or completion of 4-year course of study leading to a bachelor's degree.

Title	Series	Grade Range	Approx # Positions
Attorney Advisor (General)	GS-0905	13	1
Attorney Advisor (Labor)	GS-0905	13	1
General Attorney	GS-0905	13	1
*Supv Attorney-Advisor (Gen)	GS-0905	14	1
Paralegal Specialist	GS-0950	09	1
Legal Assistant	GS-0986	05	1

*Applicants interested in this series should contact this installation directly for information on application procedures.

LOGISTICS POSITIONS

Listed below are professional logistics positions along with technical support positions established at Tobyhanna Army Depot. To qualify for positions at the GS-07 level one full year of graduate education or one year experience equivalent to the GS-05 level. At the GS-09 level two full years of higher level graduate education or a master's degree or one year experience equivalent to the GS-7 level. To qualify at the GS-11 level three full years of high level graduate education or one year experience equivalent to the GS-09 level.

Procurement

Title	Series	Grade Range	Approx # Positions
Contract Specialist	GS-1102	09-11	3
Contract Administrator	GS-1102	11	4
Contract Negotiator	GS-1102	11	2
Procurement Analyst	GS-1102	11	1
Supervisory Contract Administrator	GS-1102	12	1
Supervisory Contract Specialist	GS-1102	12	1
Supervisory Procurement Analyst	GS-1102	12-13	2
Purchasing Agent	GS-1105	04-08	14
Procurement Clerk (OA)	GS-1106	04	01

Supply

Title	Series	Grade Range	Approx # Positions
Logistics Management Specialist	GS-0346	07-12	62
Communications Security Custodian	GS-2001	09-11	3
Supply Management Specialist	GS-2001	09	1

General Supply Specialist	GS-2001	09-11	5
Supervisory General Supply Spec	GS-2001	12	1
Supply Systems Analyst	GS-2003	09-11	6
Supply Clerk	GS-2005	03-05	4
Supply Technician	GS-2005	05-07	61
Supply Technician (Hazmat)	GS-2005	06	1
Supervisory Supply Technician	GS-2005	10	1
Inventory Mgmt Specialist	GS-2010	07-11	13
Supervisory Inventory Mgmt Spec	GS-2010	12	1
Distribution Facilities Manager	GS-2030	12	1
Transportation Assistant	GS-2102	07	1

Maintenance

Title	Series	Grade Range	Approx # Positions
Business Development Specialist	GS-1101	11	3
Business Manager	GS-1101	12	1
DCSS Field Office Manager	GS-1101	12	1
Deputy Program Manager	GS-1101	13	3
Industrial Operations Manager	GS-1101	14	4
Production Controller	GS-1152	05-09	60
Supervisory Production Controller	GS-1152	12	7
Equipment Specialist	GS-1670	07-11	8
Equipment Specialist (Electronic)	GS-1670	07-12	68
Equipment Specialist (General)	GS-1670	09	1
Supv Equipment Specialist (Elncs)	GS-1670	12-13	5

MEDICAL AND HEALTH POSITIONS

Listed below are the professional and technical support medical and health positions established at Tobyhanna Army Depot. All professional positions require possession of an appropriate college degree and, at GS-7 and above, additional experience in the field applied for. With regard to the technical support positions, entry is usually at the GS-5 level, which requires 6 months of general experience and/or 4 years of post high school study with courses pertaining to the position.

Title	Series	Grade Range	Approx # Positions
Administrative Support Assistant	GS-0303	05-06	2
Med Officer (Occupational Medicine)	GS-0602	14	1
Occupational Health Nurse	GS-0610	09	1
Supervisor Occupational Health Nurse	GS-0610	11	1
Practical Nurse	GS-0620	06	2
Industrial Hygiene Technician	GS-0640	05-09	1
Medical Records Technician	GS-0675	05	1
Supervisory Industrial Hygienist	GS-0690	12	1

Industrialist Hygienist	GS-0690	09	2
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* A special higher pay rate is established for this series at grades GS-11 through GS-15.

PERSONNEL POSITIONS

Listed below are the professional & technical support personnel positions established at Tobyhanna Army Depot. Most HR positions are in the DOD-National Personnel Security System and involve filling vacancies, classification advisory services, benefits counseling, labor unions, discipline, and employee complaints. When personnel positions are filled by outside hire entry is usually at the YA-01 trainee level or YA-02 Journeyman level. To qualify at the YA-01 trainee level applicants need 3 years general experience, 1 year which is equivalent to the next lower band or 4 years appropriate post-high school study. To qualify at the YA-02 level, applicants need one year of specialized experience equivalent to the next lower band and/or a master's degree.

Title	Occ Code	Pay Band	Approx # Positions
HR Specialist (Class/Staffing)	YA-0201	01-02	5
HR Specialist (Employee Benefits)	YA-0201	02	1
HR Specialist (Empl/Labor Relations)	YA-0201	01-02	3
HR Specialist (Info Sys)	YA-0201	02	1
Supervisory HR Specialist (Empl/Labor)	YC-0201	02	1
Supervisory HR Specialist (Staffing/Clas)	YC-0201	02	1
Supervisory Human Resources Specialist	YC-0201	03	1
HR Technician (OA)	YB-0203	01-02	1
HR Tech (Employee & Labor Relations)	YB-0203	02	2
HR Assistant (Recruit/Placement/OA)	GS-0203	05	1
Administrative Support Tech (OA)	YB-0303	01	1
HR Assistant (Military/OA)	GS-0203	05	1

QUALITY AND RELIABILITY ASSURANCE POSITIONS

Listed below are the quality and reliability assurance positions established at Tobyhanna Army Depot. Quality Assurance Specialist performs administrative and technical work concerned with monitoring, controlling, and maintaining the quality and reliability of goods and services. Entry into Quality Assurance positions is usually at the GS-5 trainee level or GS-11 journeyman level. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. At the GS-9, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level. Entry into Computer Operator, Assistant and Operator positions is usually at grades GS-4 through GS-5 which requires 1 year of related experience or 1 to 4 years of appropriate post-high school study.

Title	Series	Grade Range	Approx # Positions
Quality Assurance Spec	GS-1910	11	1
Quality Assurance Spec (Ammo)	GS-1910	11	1
Quality Assurance Spec (Electronics)	GS-1910	09-11	8
Quality Assurance Spec (Mech)	GS-1910	09	2

SAFETY AND SECURITY POSITIONS

Listed below are the professional and nonprofessional safety and security positions established at Tobyhanna Army Depot. Entry into Safety Specialist positions is usually at the GS-05 trainee level, to qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. At the GS-9 level, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level. Firefighter positions are usually filled at GS-06 level, which requires 1 year of experience or 4-year of post high school study leading to a bachelor's degree. The guards are filled at the GS-04 level, which require 6 months general experience and 6 months related experience, or 2 years above high school level. To qualify for security, police and firefighter positions at the GS-04 level two years of study with 12 semester hours in courses pertain to appropriate field. At the GS-05 level requires completion of 4 years of post high school study leading to the appropriate bachelor's degree. Training maybe used for firefighter positions.

Title	Series	Grade Range	Approx # Positions
Safety & Occupational Health Specialist	GS-0018	09-11	4
Safety & Occupational Health Mgr	GS-0018	12	1
Safety Technician (OA)	GS-0019	06	1
Environmental Protection Specialist	GS-0028	07-11	6
Supv Environmental Protection Spec	GS-0028	12	1
Environmental Protection Assistant	GS-0029	07	1
Security Specialist	GS-0080	11	1
Security Specialist (Information)	GS-0080	11	1
Security Specialist (Personnel)	GS-0080	11	1
Security Specialist (Force Protection)	GS-0080	11	1
Security Specialist (Operations)	GS-0080	11	1
Physical Security Specialist	GS-0080	11	1
Supervisory Security Specialist	GS-0080	12	1
Firefighter (Basic Life Spt/Hazmat Tech)	GS-0081	07	14
Supervisory Firefighter	GS-0081	09	3
Fire Chief	GS-0081	11	1
Police Officer	GS-0083	06	15
Police Office (Desk Sergeant)	GS-0083	06-07	6
Supervisory Police Officer	GS-0083	08	3
*Security Guard	GS-0085	05	23

Supervisory Security Guard	GS-0085	07	1
Security Assistant (OA)	GS-0086	05	2
Criminal Investigator	GS-1811	11	2

*Security guard positions are restricted by law to persons with Veterans Preference, as long as such applicants are available for appointments.

OTHER PROFESSIONAL AND ASSISTANT POSITIONS

Listed below are a variety of professional and technical positions established at Tobyhanna Army Depot, which do not fit in any other group in this listing. Due to the nature of the qualifications requirements many of these positions would be filled by internal placement. However, some positions may be filled at the GS-5 trainee level or at the GS-9 and GS-11 journeyman level. Generally at GS-5 there is a requirement of either 3 years of general experience, and/or 4 year course of study leading to a bachelor's degree. At the GS-9, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level.

Title	Series	Grade Range	Approx # Positions
Army Community Services Program Coordinator	GS-0101	09	1
Alcohol & Drug Control Officer	GS-0101	12	1
Supervisory Recreation Spec	GS-0188	09	1
Recreation Assistant	GS-0189	04	1
Equal Employment Specialist	GS-0260	11	1
Equal Employment Manager	GS-0260	12	1
Process Improvement Specialist	GS-0301	07-09	13
Program Manager	GS-0340	13-14	2
Administrative Officer	GS-0341	11	1
Support Services Specialist	GS-0342	09	2
Interpreter	GS-1001	09	1
Realty Specialist	GS-1170	09	1
Housing Manager	GS-1173	09	1
School Age Svc Pgm Coordinator	GS-1701	09	1
Supv Child& Youth Svcs Coordr	GS-1701	11	1

TRAINING POSITIONS

Education Technician	GS-1702	07	1
Education Technician (OA)	GS-1702	04	2
Training Instructor	GS-1712	09-11	21
Training Administrator	GS-1712	11-12	4
Supervisory Training Instructor	GS-1712	12	1

WAGE GRADE TRADES AND CRAFTS POSITIONS

Listed below are the trades and crafts positions established at Tobyhanna Army Depot. These positions range from unskilled labor to complex jobs requiring extensive training and experience. Entry into these positions is typically at the lower end of the grade range shown. Leader (WL) and Supervisor (WS) levels are usually filled by internal promotion. Positions at grade WG-5 and below have minimal qualification requirements. At all higher grades applicants must have experience, which demonstrates the ability to perform the duties of the position applied for.

Electronic Equipment Installation & Maintenance Family

Title	Series	Grade Range	Approx # Positions
Electronic Measurement Equip Equipment	WG-2602	11-12	14
	WL-2602	11	2
	WS-2602	13	1
Electronics Mechanic Helper	WG-2604	05	23
Electronics Worker	WG-2604	07-10	330
	WL-2604	08	2
Electronics Mechanic	WG-2604	10-12	742
	WL-2604	10-11	97
	WS-2604	11-15	54
Electronics Equipment Inspector	WG-2604	12-13	23
	WL-2604	13	2
Electronics Industrial Control Mechanic	WG-2606	10-12	5
	WL-2606	11	1
Electronics Digital Computer Mechanic	WG-2608	10-12	26
	WL-2608	11	1
	WS-2608	11-14	4
Electronic Integrated Systems Mechanic	WG-2610	12-13	100
	WS-2610	13-14	7

Electrical Installation & Maintenance Family

Title	Series	Grade Range	Approx # Positions
Electrical Worker	WG-2805	08	34
Electrician	WG-2805	10-11	28
	WL-2805	10	4
	WS-2805	11	2
Electrical Equipment Worker	WG-2854	07	2
Electrical Equipment Repairer	WG-2854	09	7
	WL-2854	09	2

Fabric & Leather Work Family

Title	Series	Grade Range	Approx # Positions
Fabric Worker	WG-3105	07-09	13

	WL-3105	09	1
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Instrument Work Family

Title	Series	Grade Range	Approx # Positions
Optical Instrument Repairer	WG-3306	08-10	4
Instrument Mechanic	WG-3359	10-11	11

Machine Tool Work Family

Title	Series	Grade Range	Approx # Positions
Machinist	WG-3414	10-11	14
	WL-3414	11	2
	WS-3414	11	1
Machinist Work Inspector	WG-3414	12	3
Machine Tool Operator	WG-3414	08-09	7
Tool Maker	WG-3416	13	3

General Services & Support Family

Title	Series	Grade Range	Approx # Positions
Laborer	WG-3502	02	3
Custodial Worker	WG-3566	02	1

Structural & Finishing Work Family

Title	Series	Grade Range	Approx # Positions
Mason	WG-3603	10	3

Metal Processing Family

Title	Series	Grade Range	Approx # Positions
Welding Worker	WG-3703	08	2
Welder	WG-3703	10	12
	WL-3703	10	2
	WS-3703	10	1
Electroplating Worker	WG-3711	07	13
Electroplater	WG-3711	09	12
	WL-3711	09	1
	WS-3711	09	1
Schematic Photographer	WG-3735	09	1
Metal Photo Processor	WG-3735	08	3
	WL-3735	08	1

Metal Work Family

Title	Series	Grade Range	Approx # Positions
Sheet Metal Mechanic Helper	WG-3806	05	6
Sheet Metal Worker	WG-3806	08	77
Sheet Metal Mechanic	WG-3806	10	35
	WL-3806	10	9
	WS-3806	12-15	6
Metal Form Machine Operator	WG-3869	10	2

Painting Family

Title	Series	Grade Range	Approx # Positions
Finish Inspector	WG-4101	10	5
Liquid Dispensing Equip Operator	WG-4101	04	3
Painter Helper	WG-4102	05	10
Painting Worker	WG-4102	07	
	WL-4102	07	1
Painter	WG-4102	09	27
	WL-4102	09	6
	WS-4102	09-11	2

Plumbing & Pipe Fitting Family

Title	Series	Grade Range	Approx # Positions
Pipe fitter	WG-4204	10	2

Pliable Materials Work Family

Title	Series	Grade Range	Approx # Positions
Rubber Prod Fabricator & Repairer	WG-4360	08	1

Printing Family

Title	Series	Grade Range	Approx # Positions
Silk Screen Printer	WG-4419	07	1

Wood Work Family

Title	Series	Grade Range	Approx # Positions
Carpentry Worker	WG-4607	07	5
Carpenter	WG-4607	09	6
	WL-4607	09	1
	WS-4607	09	1

General Maintenance & Operations Work Family

Title	Series	Grade Range	Approx # Positions
General Equipment Repairer	WG-4737	08-10	17
General Equipment Mechanic	WG-4737	10	12
	WL-4737	08-11	13
	WS-4737	10-15	3
Maintenance Worker	WG-4749	08	8
Maintenance Mechanic	WG-4749	10	6
	WL-4749	10	3
	WS-4749	10	2

Industrial Equipment Maintenance Family

Title	Series	Grade Range	Approx # Positions
Air Conditioning Equipment Mech	WG-5306	08-11	15
Air Conditioning Equip Mech Ldr	WL-5306	10	1
Production Machinery Repairer	WG-5350	08	2
Production Machinery Mechanic	WG-5350	10-11	6
	WL-5350	11	1
	WS-5350	11	1

Industrial Equipment Operation Family

Title	Series	Grade Range	Approx # Positions
Wastewater Treatment Plant Opr	WG-5408	10	4
Wastewater Treatment Plant Opr Ldr	WL-5408	09	1
Sandblaster	WG-5423	05-07	13
	WL-5423	07	4
	WS-5423	07	1

Transportation/Mobile Industrial Equipment Operation Family

Title	Series	Grade Range	Approx # Positions
Motor Vehicle Operator	WG-5703	07-08	4
Motor Vehicle Operator (FLO)	WG-5703	06-08	8
Motor Vehicle Operator Leader	WL-5703	07-08	2
Motor Vehicle Operator Supervisor	WS-5703	08	1
Forklift Operator	WG-5704	06	2
Forklift & Tractor Operator	WG-5704	05	11
Engineering Equipment Operator	WG-5716	08-10	3
Engineering Equipment Op (Leader)	WL-5716	10	1
Engineering Equipment Operator (Motor Vehicle Operator)	WG-5716	11	1
Crane Operator	WG-5725	09	1

Transportation/Mobile Industrial Equipment Maintenance Family

Title	Series	Grade Range	Approx # Positions
Mobile Equipment Mechanic Inspector	WG-5801	10	1
Heavy Mobile Equipment Repairer	WG-5803	08	3
Heavy Mobile Equipment Mechanic	WG-5803	10	3
Heavy Mobile Equipment Mech Ldr	WL-5803	10	1
Heavy Mobile Equipment Mechanic Inspector	WG-5803	11	3
Automotive Worker	WG-5823	08	1

Warehousing & Stock Handling Family

Title	Series	Grade Range	Approx # Positions
Missile Materials Handler	WG-6501	07	3
Missile Materials Handler Leader	WL-6501	07	1
Missile Materials Handler Supervisor	WS-6501	07	1
Material Sorter	WG-6901	04	1
Materials Support Leader	WL-6901	06	1
Tools & Parts Attendant	WG-6904	05-06	9
Materials Handler	WG-6907	05-06	56
Materials Handler (Packer)	WG-6907	05	4
Materials Handler (MVO)	WG-6907	06	3
Materials Handler Leader	WL-6907	06	1
Materials Handler Supervisor	WS-6907	06	2
Materials Expediter	WG-6910	05-07	9
Materials Examiner & Identifier	WG-6912	06	16
Materials Examiner & Identifier Ldr	WL-6912	06	2

Packing & Processing Family

Title	Series	Grade Range	Approx # Positions
Packing Inspector	WG-7002	08	1
Equipment Cleaner	WG-7009	05	35